

NOTICE OF ACTIVE RECORDS DISPOSAL

File

JANE
2851
RESEARCH

Y LEWIS

Mailed to CF
2/26/96. FS
3/26/96 PG

OC/HOW

(EMPLOYEE)

DEPT: Research and Development

DATE: January 2, 1996

FROM: Information Security (The Central File)
(RESPONSIBLE RECORDS MANAGEMENT GROUP)

Records in the following categories that were created prior to the date shown in column three are scheduled for disposal as of January 1, 1996.

(DATE)

Please initial each line below corresponding to a record category denoting either that 1) you have documents in that category or 2) you have destroyed all documents in that category up to the date shown unless the documents are under **disposal suspension**. Your initials indicate compliance with the dates specified. If you **do not** possess any documents in a category, it is not necessary to initial that line. For legal reasons, all R&D employees should have a copy of the **Philip Morris USA Records Management manual (R00701 Records Retention Schedules)** and it needs to be noted on this form. **You must attach an explanation for those records that are retained beyond their retention period.** Sign and return this form as indicated below.

Category Code	Record Category	Dates to Retain	Initials
A0150	Administrative	1994--	
A0350	Applications/Resumes	1995--	
A0470	Associations & Memberships	1995--	
A0502	Audit Report	1989--	
A0560	Accident/Injury Reports	1995--	
A0570	Accruals, Year End	1995--	
A0580	Asset Disposals	ACT	
A0630	Attendance Reports	1994--	JCL
C0010	Calendars/Diaries/Daytimers	1995--	
C0020	Campaigns/Programs/Special Events/Awards	1994--	
C0070	Capital Forecasts/Capital Expenditures	1993--	
C0550	Conferences & Seminars	1993--	
C0650	Contracts & Agreements--Official Copies	ACT+6 (1990--)	
C0651	Contracts & Agreements--Unofficial Copies	ACT	
C0770	Correspondence	1994--	
C1020	Cigarette Distribution (Factory Smokes)	1991--	
C1030	Chemical Waste Manifest	1991--	
E0380	Equipment/Machinery	ACT	
E0530	EPA Weekly Inspections	1995--	
E0540	Environmental Documents	ACT	

DOC CODE: R0070

PM3000421003

F0230	Five Year Plans	1993→	
F0470	Facilities Management	ACT	
F0480	First Aid Team Records	ACT	
G0150	Government Laws/Regulations/Agencies	SUP	
G0220	Grievances	ACT	
I0370	Invoices	1995→	
I0440	Insurance--Risk Management	ACT	
J0010	Job Descriptions	SUP	JTC
J0060	Job Orders/650 Appropriations	ACT	
L0280	Lists/Directories	SUP	
L0460	Labor Relations	SUP	
M0050	Manuals	SUP	JTC
M0140	Marketing Files	1993→	
M0340	Minority Affairs	1993→	
M0390	Monetary Approvals	SUP	
M0560	MSDS Documents	P	
N0110	Negotiation Proceedings	ACT	
N0130	Nuclear Regulatory Files	P	
O0070	Organization Charts	SUP	
O0080	Organizational Announcements	1995→	
O0220	OSHA Information	SUP	
P0070	Patents	1993→	
P0190	Personnel/Employee Files	ACT	JTC
P0330	Policies & Procedures	SUP	JTC
P0621	Projects--Administrative	ACT	JTC
P0622	Projects	ACT	
P0780	Purchase Orders/Requisitions	1994→	
P0790	PED Smoking Ballots	Nov. 1995→	
P0810	Patent Coordinator	ACT	
R0070	Records Retention Schedules	1946→	JTC
S0360	Software	ACT	
S0450	Standards/Specifications	SUP	
S0631	Succession Planning	1995→	
S0730	Surveys & Studies	1993→	JTC
S0810	Safety Issues	1991→	JTC
T0380	Training & Development	1994→	
V0120	Vouchers	1995→	

I certify that the records I have destroyed were reviewed against all applicable Disposal Suspension Notices and that none of these records is subject to any Disposal Suspension.

J. J. Lewis
 (EMPLOYEE)
Richard O'Hearn
 (NEXT LEVEL OF SUPERVISION)

2/19/96
 (DATE)
2/26/96
 (DATE)

NOTE: Return this form to Information Security (Central File), T-1 no later than February 15, 1996.
 Please call Charity Harris at extension 2411 if you have questions.